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74-4196

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File

Travel

29 AUG 1974

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Request for Authorization of First Class
Air Accommodations [redacted]

REFERENCE : [redacted]

1. Paragraph 3 contains a request for authorization of first class air accommodations from Washington, D. C. to [redacted] for the purpose of attending a regional recruiters' conference.

2. [redacted] is Chief of the Recruitment Division of the Office of Personnel, and his attendance at the regional recruiters' conference [redacted] on 19-20 September 1974 is obviously required. [redacted] has a back condition which makes the use of first class accommodations highly desirable if he is to travel in any comfort. It is recommended that [redacted] Deputy Director of Personnel for Recruitment and Placement, who will travel with [redacted] also be authorized first class accommodations to permit use of the flight time to review presentation at the conference and critique the conference on the return trip.

3. It is recommended that you approve this request for first class air accommodations for [redacted] [redacted] from Washington, D. C. to [redacted] and return.

[redacted]
Acting Director of Personnel

APPROVED [redacted]

30 AUG 1974

DISAPPROVED: _____

Distribution:

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2 - DDA
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OP/B&F [redacted] : bkf (29 Aug 74)

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TO	NAME AND ADDRESS	DATE	
1		8/29	
2	Mr. McMahon	8/29/74	
3			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

1 to 2: Recommend approval of the attachment.

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